



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL**



**LOMITA DISTRICT OFFICE**

24320 S. Narbonne Avenue  
Lomita, CA 90717  
Telephone: (310) 534-3760, Fax (310) 530-5482  
Office Hours: 8:00 a.m. – 4:30 p.m. M - F  
Plan Checker Hours: 8:00 a.m. – 11:30 a.m. Appointments are recommended

Prepared By	HNM	OM Initial	Date

Plans for (Grading/ Structure) at \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)  
 Plan Check No. \_\_\_\_\_ as submitted on \_\_\_\_\_  
 Land Use Zone \_\_\_\_\_ Proposed Occupancy \_\_\_\_\_ Type of Construction \_\_\_\_\_  
 Description of proposed work: \_\_\_\_\_

**SAMPLE**

**THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE.** You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

**ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER**

**COUNTY AGENCIES**

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Flr., Alhambra, CA 91803  
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

**BUILDING AND SAFETY DIVISION**

Headquarters M-Th 6:45 - 5:30 (626) 458-3173  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Approval is required for:
  - Energy Plan Check
  - Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)
- MECHANICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Approval is required for:
  - Energy Plan Check
  - Mechanical Code Check
  - Plumbing Code Check
  - Roof Drainage
  - Green Building Check
- Research Section**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Lisa Naslund – Regional Drainage and Grading Engineer  
24320 S. Narbonne Ave, CA Lomita 90717  
(310) 534-3760  
Thursday 8:00 -11:30 a.m.
  - Grading Plan Check
    - "Rough Grade" approval is required prior to issuance of building permit
  - Drainage Plan Check (NPDES/LID COMPLIANCE)
    - Drainage approval is required

**LAND DEVELOPMENT DIVISION – PERMIT SECTION**

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- PERMIT SECTION**  
900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331  
(626) 458-3129 6:45-5:30 Mon-Thurs
- Westchester Office**  
5530 W. 83<sup>rd</sup> St, Westchester, CA 90045  
(310) 649-6300 7:30 a.m. – 3:30 p.m. Mon-Fri

**ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for most commercial and industrial buildings for:

- INDUSTRIAL WASTE / UNDERGROUND TANKS**  
  

Lomita Office 24320 S. Narbonne Ave Lomita, CA 90717 (310) 534-4862 8:00-9:30 a.m. Mon-Fri	Headquarters 900 S. Fremont Ave., Annex 3 <sup>rd</sup> Fl Alhambra, CA 91803-1331 (626) 458-3539 6:45-5:30 Mon-Thurs
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- NPDES/SUSMP Approval**  
Industrial Waste Unit  
900 S. Fremont Ave, Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517
- DUMP AREAS (structure within 1,000 ft from a landfill)**  
900 S. Fremont Ave., Annex 3rd Floor  
Alhambra, CA 91803-1331  
(626) 458-3517 6:45-5:30 Mon-Thurs
- SOLID WASTE MANAGEMENT**  
900 S. Fremont Ave., Annex 3rd Floor  
Alhambra, CA 91803-1331  
(626) 458-3561 6:45-5:30 Mon-Thurs
- CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN**  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3517 www.888CleanLA.com 6:45-5:30 Mon-Thurs

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GMED)**

**GEOLOGY/SOILS SECTIONS** - Plan approval is required for site stability and geologic hazard.  
(626) 458-4925 M-Th 6:30-5:15 pm  
Upload documents to:  
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

**LAND DEVELOPMENT DIVISION**

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331  
(626) 458-4921 6:45-5:30 Mon-Thurs

- SUBDIVISION PLAN CHECK SECTION**
- LANDSCAPE (non-residential landscaped area > 2500 square feet)**
- HIGHWAY DEDICATION Form "48-0040-DPW"** should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential buildings. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.  
(626) 458-4915

**TRAFFIC AND LIGHTING DIVISION**

Clearance is required for traffic requirement.  
1000 S. Fremont Ave., Bldg A-9E, 4th Floor, Alhambra, CA 91803  
(626) 300-4708 Mon-Thurs 7:00-5:30pm

**OTHER COUNTY DEPARTMENTS**

**STATE AGENCIES**

**DEPT OF PUBLIC HEALTH – Environmental Health Division**

5050 Commerce Way, Baldwin Park, CA 91706  
(626) 430-5380  
Approval is required for:

- Private Sewage Disposal Systems
- Underground Cisterns
- Food Service Establishments  
6053 Bristol Parkway 2<sup>nd</sup> Fl, Culver City 90230  
(310) 665-8483 8:00 a.m. – 10:00 a.m.
- Public Swimming Pool- Recreational Health  
(626) 430-5360
- X-Ray Machine Installation  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl  
Los Angeles, CA 90010  
(213) 351-7897

**FIRE PREVENTION BUREAU - Plan approval is required**  
4475 W. El Segundo Blvd., Hawthorne, CA 90250  
(310) 263-2732

- FIRE STATION DEVELOPER FEE is required  
4475 W. El Segundo Blvd., Hawthorne, CA 90250
- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled. Obtain form from Building and Safety and submit to:  
  
Fire Prevention Bureau  
Hazardous Materials Section  
5825 Rickenbacker Road, Commerce, CA 90040-3027  
(323) 890-4000
- FIRE SPRINKLER SYSTEMS  
5823 Rickenbacker Road, Commerce, CA 90040-3027  
(323) 890-4125
- OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers:  
Residential & Remodel, Pool draft Hydrant, Alarms, Hoods,  
Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)  
4475 W. El Segundo Blvd., Hawthorne, CA 90250  
(310) 263-2732
- FUEL MODIFICATION  
Brushing Clearance Office, Fire Station 32  
605 N. Angeleno Ave., Azusa, CA 91702  
(626) 969-5205 Mon-Fri 8:00-5:00 p.m.

**COUNTY PUBLIC LIBRARY**

Payment of Library Facilities Mitigation Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the Public Library. Bring Plan Check Fee Receipt from Building and Safety.  
7400 E. Imperial Highway, Downey, CA 90242  
(562) 940-8430 M-Th 7:30 am - 5:30 pm

**PARKS AND RECREATION DEPARTMENT**

Approval for building plans is required for construction adjacent to "Designated Trails"  
Planning Division, Research & Trails Section  
510 S. Vermont Ave. 2<sup>nd</sup> Floor, Los Angeles, CA 90020  
(213) 351-5098 M-Th 7:00 am – 5:30 pm

**REGIONAL PLANNING DEPARTMENT**

320 W. Temple St., 13th Floor (Rm. 1360)  
Los Angeles, CA 90012-3282  
Public Counter : 1:00 p.m. to 6:00 p.m. Mon-Thurs  
Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 Mon-Thurs

Lomita District Office for General Information:  
24320 S. Narbonne Ave., Lomita, CA 90717  
Thursday Only 8:00-11:30 AM

**COUNTY SANITATION DISTRICT**

Payment of sewer connection fee is required  
1955 Workman Mill Rd., Whittier 90601  
(562) 699-7411

**CALTRANS**

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:  
100 S. Main Street 2<sup>nd</sup> Fl.  
Los Angeles, CA 90012  
(213) 897-3631

**CALIFORNIA COASTAL COMMISSION**

A Coastal Development permit is required. Prior to application submittal obtain local approval in concept from the Regional Planning Department.  
200 Oceangate 10<sup>th</sup> Fl, Suite 1000, Long Beach, CA 90802  
(562) 590-5071

**STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA  
DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

County Area & Contracted Cities: Lawndale Office:  
680 Knox St, Ste. 100 320 W. 4th St, Ste. 850  
Torrance, CA 90502 Los Angeles, CA  
(310) 516-3734 (213) 576-7451

**STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS**

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave., Ste. 200, Cypress, CA 90630-4731  
(714) 816-6847

**CALIFORNIA STATE WATER RESOURCES CONTROL BOARD  
DIVISION OF WATER QUALITY**

**STORM WATER PERMIT UNIT** – Notice of intent required when disturbed area ≥ 1 acre.

P. O. Box 1977, Sacramento, CA 95812-1977  
(916) 341-5536

**OTHER AGENCIES**

**SCHOOL DISTRICT**

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

- Obtain "Certification Form" from B&S District Office.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)**

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182  
(909) 396-2000, (800) 288-7664

**LOCAL WATER COMPANY** – provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site. (Form available from B&S District Office)

**CITY APPROVALS**

- City of Lomita  
24300 S. Narbonne Ave.  
Lomita, CA 90717  
(310) 325-7110
- Rolling Hills Estates  
4045 Palos Verdes Dr. North  
Rolling Hills Est., CA 90274  
(310) 377-1577
- City of Rolling Hills  
2 Portuguese Bend Rd.  
Rolling Hills CA 90274  
(310) 377-1521

**OTHER**

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